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UNITED STATES PATENT AND TRADEMARK OFFICE  
WASHINGTON, D.C. 20231  
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APPLICATION NUMBER	FILING/RECEIPT DATE	FIRST NAMED APPLICANT	ATTORNEY DOCKET NUMBER
10/028,283	12/28/2001	Margo R. Northcutt	52493.000231

21967  
HUNTON & WILLIAMS  
INTELLECTUAL PROPERTY DEPARTMENT  
1900 K STREET, N.W.  
SUITE 1200  
WASHINGTON, DC 20006-1109

CONFIRMATION NO. 2975

FORMALITIES LETTER



\*OC000000007396236\*

Date Mailed: 01/31/2002

NOTICE TO FILE MISSING PARTS OF NONPROVISIONAL APPLICATION

FILED UNDER 37 CFR 1.53(b)

*Filing Date Granted*

An application number and filing date have been accorded to this application. The item(s) indicated below, however, are missing. Applicant is given **TWO MONTHS** from the date of this Notice within which to file all required items and pay any fees required below to avoid abandonment. Extensions of time may be obtained by filing a petition accompanied by the extension fee under the provisions of 37 CFR 1.136(a).

- The oath or declaration is unsigned.
- To avoid abandonment, a late filing fee or oath or declaration surcharge as set forth in 37 CFR 1.16(l) of \$130 for a non-small entity, must be submitted with the missing items identified in this letter.
- **The balance due by applicant is \$ 130.**

02/27/2002 NMOHAMM1 00000107 10028283

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*A copy of this notice **MUST** be returned with the reply.*

*Fedwa Bede*

Customer Service Center

Initial Patent Examination Division (703) 308-1202

PART 2 - COPY TO BE RETURNED WITH RESPONSE



Attorney Docket No. 52493.000231

PATENT

*Sector 4*

IN THE UNITED STATES PATENT AND TRADEMARK OFFICE

In re Patent Application of :

Margo R. NORTHCUTT, et al.

Serial No.: 10/028,283

Filed: December 28, 2001

Group Art Unit: 2161

Examiner: Unknown

For: PROCESS FOR MANAGING REQUESTS FOR WORK WITHIN AN  
ORGANIZATION THROUGH A CENTRALIZED WORKFLOW MANAGEMENT  
SYSTEM

**RESPONSE TO NOTICE TO FILE MISSING PARTS  
AND RECORDATION OF ASSIGNMENT**

Attention: Box Missing Parts  
Assistant Commissioner for Patents  
Washington, D.C. 20231

Sir:

**RESPONSE TO NOTICE TO FILE MISSING PARTS**

Responsive to the attached U.S. Patent and Trademark Office "Notice to File Missing Parts of Nonprovisional Application" mailed January 31, 2002, Applicants submit herewith an executed Joint Declaration for filing in the cited patent application, along with the required fee for late filing of the Declaration. Accordingly, it is respectfully requested that a filing date of December 28, 2001 be granted to this application.

**ASSIGNMENT FOR RECORDATION**

Also enclosed is an executed Assignment document and Assignment Recordation cover sheet. The Assignment Recordation fee is included in the attached check.

**FEES**

Submitted herewith is a check totaling \$170.00 (\$130.00 to cover the surcharge for late filing of the Declaration; and 40.00 to cover the filing fee for the Assignment Recordation). Any deficiency in or overpayment of this fee should be charged or credited to Deposit Account No. 50-0206.

Respectfully submitted,

HUNTON & WILLIAMS

By: Brian M. Buroker  
Brian M. Buroker  
Registration No. 39,125

1900 K Street, N.W., Suite 1200  
Washington, D.C. 20006-1109  
(202) 955-1500 (Telephone)  
(202) 778-2201 (Facsimile)

Dated: February 25, 2002